

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: April 19, 2006

DIVISION: Public Works

BULK ITEM: Yes ☐ No ☒

DEPARTMENT: Correction Facilities

STAFF CONTACT PERSON: Bob Stone

AGENDA ITEM WORDING: Presentation of Employee of the Month Award for December, 2005, to Gina Carmona, Coordinator, Correction Facilities, Public Works Division.

ITEM BACKGROUND: Mrs. Carmona was chosen as Employee of the Month for the Month of December, 2005.

PREVIOUS RELEVANT BOCC ACTION: none.

CONTRACT/AGREEMENT CHANGES: n/a

STAFF RECOMMENDATION: Approval.

TOTAL COST: \$ _____

BUDGETED: Yes: ☐ No: ☐

COST TO COUNTY: \$ _____

SOURCE OF FUNDS _____

REVENUE GENERATED: Yes ☐ No ☐ AMOUNT PER MONTH _____ PER YEAR _____

APPROVED BY: County Atty.: n/a OMB/Purchasing: n/a Risk Management: n/a

DIVISION DIRECTOR APPROVAL: _____


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DOCUMENTATION: INCLUDED: ☒

NOT REQUIRED: ☐

DISPOSITION: _____

AGENDA ITEM #: _____

Employee of the Month
December, 2005
Gina Carmona

Gina Carmona was hired by the Board of County Commissioners in October of 1991. She currently manages the entire office functions at the Lower Keys Detention Facility on Stock Island. Her functions include responsibilities with the Sheriff's Office, the county-wide Substations, the Department of Juvenile Justice, and all three Detention Facilities. One of her functions is to maintain, update and train users on our specialized work order program, for which she is totally dedicated, professional, and extremely accurate. Gina's work order excellence is used as a model for all Facilities Maintenance personnel. Because of her knowledge and dedication, she was recently promoted to her current position as Coordinator, which includes System Administrator of the MP2 Work Order System.

To quote a previous supervisor:

"Ms. Carmona is one of the most important people on the staff due to the fact that she handles all purchases, work orders, telephone/fax/e-mail requests from both the County and Sheriff offices. She assists with budget preparations and provides assistance with contractors, repair requests, and invoice receipts. She is a key member who helps to keep the rest of us grounded when required."

Gina is an outstanding employee and an asset to Public Works and Monroe County, and we are pleased to recognize her as Employee of the Month for December, 2005.